



Rental Consultant

Part-Time

(Less than 1,000 hours per fiscal or calendar year)

September 22, 2006

SALARY: \$12.00 – 16.00 per hour

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on October 6, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from the **HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240**. To request applications by phone please call (209)333-6704. TDD (209) 333-6853. www.lodi.gov

THE POSITION: Provide information to potential clients regarding facilities and rates, lead tours of facilities, provide estimates and complete contracts for clients, coordinate room set-up and equipment with staff, arrange for event security, receive and process deposits and payments, monitor insurance certificates, process deposit returns, advise senior management on matters requiring their attention and implement their decisions, review and monitor the events calendar systems and procedure.

WORKING HOURS: Up to 25 hours per week. Hours are between 9am and 3pm

MINIMUM QUALIFICATIONS:

Experience: Proven experience working as an Events Coordinator or Rental consultant

Education: Equivalent to a High School Diploma

License: A valid California Driver's License is required.

The ideal candidate should be at an intermediate level in Microsoft Office.

INTERVIEW PROCESS:

Application materials will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Resumes may not be substituted for a completed application. Candidates considered to be among the most qualified will be invited to participate in an interview. Fingerprints and/or background clearance is part of the testing process.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

PAY RANGE - The pay range is shown on the job announcement. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract.

